

SECRET

09 FEB 1977


MEMORANDUM FOR: Director of Communications

FROM : Thomas B. Yale
Director of Finance

SUBJECT : Authority for Use of Official Funds to Pay for
Telephone Service in Private Residences

REFERENCE : Memo for DDA fm D/F dtd 28 Jan 1977

In accordance with paragraph 3 of reference, future requests to your office to arrange for installation of Agency extensions or regular telephone service in private residences should be processed through the Deputy Director for Administration for approval. We shall appreciate receiving the memorandum evidencing DDA approval as support for subsequent payments of the costs of such service.


Thomas B. Yale

Attachment
Ref

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